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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Support Services Staff

EXTENSION

NO.

FILE

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Deputy Director  
for Support2. Executive Director-  
Comptroller

3

AUG 1971

9 Aug.

8/9

3.

20 Deputy Director for Support

4.

Chief SSS - DDS  
attn [redacted]

5.

STAT

6.

Executive Director

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. For Signature

2 to 3: The Executive Director did not have a chance to review this prior to going on leave. I have asked the DDS&T and the Legislative Counsel to forward their responses to C/SSS (Mr. [redacted] for consolidation with other contributions requested in ExDir's 28 June memorandum. Please resubmit the attached in connection with this consolidation.

 BEVANS  
O/ExDir

**SECRET**

DD/S 71-3028

FILE

*Records*

8 AUG 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Support Directorate Guidelines  
for Contributions to the Presidential  
Library Program

REFERENCE : Executive Director-Comptroller Memorandum  
dated 28 June 1971 (ER 71-2922)  
Subject: Presidential Libraries Program

In response to paragraph 3.b. of referent memorandum,  
attached herewith are suggested guidelines for the Support Direc-  
torate contributions to the Presidential Library Program. As im-  
plied in paragraph 2 of referent memorandum, Chief, Support  
Services Staff/DDS is prepared to assist in consolidating suggested  
guidelines received from other Directorates if you wish.

/s/ Robert S. Wattles

Robert S. Wattles  
Acting Deputy Director  
for Support

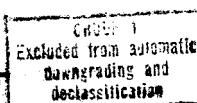
Attachment

DDS/SSS/HEP:rf (2 August 1971)

Distribution:

Orig. - Adse/ w/att.  
1-ER W/att.  
1-DDS/Subject w/att.  
1-DDS/Chrono  
1-DDS/SSS Subject w/att.  
1-DDS/SSS Chrono

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GUIDELINES FOR SUPPORT DIRECTORATE  
CONTRIBUTIONS TO THE NIXON LIBRARY

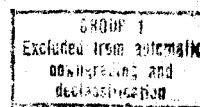
- I. Agency support to Presidential travel (foreign and domestic). This should include significant correspondence, plans and programs of communications and security activities in support of Presidential travel.
- II. Agency support to visiting heads of state (again primarily in the security and communications functions).
- III. Support activities in major world trouble spots, particularly Southeast Asia should be covered in depth.
  - a. Logistics - unilateral Agency programs as well as joint activities with the U.S. military and foreign governments.
  - b. Training - courses established and designed for training personnel destined for assignment to Southeast Asia (language, area familiarization, special operations, etc.)
  - c. Personnel - numbers and types of Support Directorate personnel assigned to Southeast Asia. Special personnel programs (i.e., ) designed for Agency activities in Southeast Asia.
  - d. Communications, Finance and Medical - contributions to Southeast Asia programs.
  - e.  support activities in Southeast Asia.
  - f. Agency air support in Southeast Asia.

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- V. Office of Security - contributions to damage assessments stemming from major leaks and security flaps. Also, Security participation



- VI. Office of Training - Agency participation as faculty and students in senior intergovernmental training programs. Special training support to other U.S. Government agencies and personnel. (e.g., counter-terrorist and defensive driving training established in response to WH requirement)

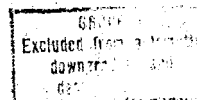
- VII. Office of Communications -



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- VIII. Significant items on our relationship with universities and colleges which may have "hit-the-press" and resulted in favorable or unfavorable publicity. (recruitment - training - co-op program, etc.)

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